

Job Description

Job Title: **Activities Coordinator**

Reports to: CEO

Hourly wage range: **E**

Status: Non-exempt estimated 30-40 hours per week from April 1st through October 31

Primary Job Functions:

Plan, schedule, promote, orchestrate, and supervise activities for our camping public throughout the camping season. Offer sports clinics to the youth in the sports areas such as Tennis, Basketball, Soccer, Golf, Shuffle Board and other activities.

Job Requirements:

Must be at least age 18 years old and have an interest in working with youth.

Must have experience teaching and training sports activities to youth.

Available to work all weekends and holidays

Essential Duties:

1. Ability to teach and participate in youth sporting activities.
2. Be present at all planned campground activities to ensure that events run smoothly, safely and timely. If more than one activity is happening at once, request assistance in advance from the CEO to insure GWA staff is available to help. May leave before dances are over when patrol is available.
3. Prepare and obtain approval from the CEO for a schedule of activities for the camping season.

Other Duties:

1. Provide a friendly greeting and atmosphere for all campers and guests.
2. Get management approval for dates and times, budget of supplies needed, additional staff, place for activities, entertainment, equipment, safety provisions, and clean up.
3. Communicate with the Marketing Assistant to insure that the company web site, printed newsletter, and approved marketing flyers are updated as appropriate to properly promote all scheduled activities.
4. Coordinate with management on large annual events for entertainment deposits, contracts for entertainment, and crowd control preparation.
5. When a person other than yourself is managing an activity or event, let them know you are available to assist if needed. Review their plans to ensure they understand that safety is first for the event.
6. When outside entertainment is hired, meet them at the gate and show them where to set up. Provide assistance if needed and ensure that events are completed on time.
7. Provide payment for invoices when event is completed with pre-arranged check from office?
8. Stay at event site until all persons, including entertainment have left and clean up is completed.
9. Provide management with contracts, names and phone numbers of any outside entertainers coming into the campground and notify office and gate of any passes required upon their arrival.
10. Carry a working cell phone or campground radio to notify the CEO of any problem or emergency situation (May call 911 first if needed prior to notifying the CEO).
11. Inform the CEO of malfunctioning equipment or systems.
12. Notify the CEO if there is a need for additional assistance.
13. Maintain effective working relationships with co-workers, management and the camping public.
14. Attend training and develop relevant knowledge and skills as requested by management.
15. Be discreet and retain information about park business and our guests as confidential. Disclosure is to only those employees or specific individuals with a legitimate need to know.
16. Notify the CEO immediately of any incidences or circumstances that could potentially harm someone or the campground.

Job Description

Job Skills Needed:

COMMUNICATION SKILLS - This individual must be able to read and speak English. They must be able to calmly explain the campground rules and correct inappropriate behavior. Ability to effectively communicate through written documents.

MATHEMATICAL SKILLS This position will require using minimal mathematical skills.

MACHINE SKILLS: Some small machine skills may be needed for this position. Ex:Popcorn machine or movie projector.

INDEPENDENT JUDGEMENT: This position will require some independent judgment. The ability to assess emergency situations and respond accordingly is critical to this position. Individuals need to be observant and recognize when to contact the CEO regarding safety issues and repeated rules violation by a camper and/or their guests.

CRITICAL THINKING SKILLS: Individuals must be competent in analyzing a situation quickly and addressing important issues as they arise. They must perform their responsibilities in a manner that keeps safety first.

PROFESSIONALISM: Individuals need to always respond with appropriate etiquette, politeness and professional demeanor when dealing with the camping public.

KNOWLEDGE: Individuals need a working knowledge of state, and other agency regulations when offering activities that have safety issues and concerns. Need experience with MS Office software, and basic internet browsers used to support office functions and online web sites.

Education Requirements: High school graduate, a GED or documented educational equivalent is required. Some college or vocational training is desirable. Certification in CPR or other life support training is desired.

Physical Requirements:

Operating Equipment- Individuals may be asked to operate entertainment related equipment.

Running/Walking/Standing/Sitting – Running and walking will be required to teach, supervise and participate in activities with the youth in physical activities. Standing on hard surfaces and some sitting will be involved with performing the job requirements.

Hearing – Excellent hearing is required to provide a measure of safety for some activities. The ability to distinguish calls for help in a crowded noisy environment is needed. Awareness of weather conditions and listening for thunder is needed to provide for timely evacuation when necessary.

Stooping or bending- The job may require stooping or bending to assist individuals and provide a variety of help during activities.

Lifting- Some lifting may be necessary to provide help and support for some activities.